Section Overview

Introduction

The objective of this section provides procedures for auditors at PERSRUs to use when reviewing and approving SDA II transactions.

In this Section

The following topics will be discussed in this section:

Policies

Purpose

Review and Approval allows auditors (PAO designated personnel) at PERSRUs, to verify the accuracy of SDA II transactions and approve those transactions for transmission to HRSIC for PMIS/JUMPS. A transaction must be reviewed and approved by a properly designated PAO prior to transmission to HRSIC.

PERSRUs may only review and approve transactions for members they service

When an auditor is performing the review and approval process, the system will know what PERSRU the auditor works for and verify the transaction being audited is for a member serviced by the same PERSRU. There is a separate menu option for users who wish to view transactions, which are waiting to be approved.

Exception: This edit will apply to all SDA II sites except for Cape May Clothing Locker, HRSIC and HQ.

When a member, with review and approval authority, transfers between PERSRUs, HRSIC, or HQ, their authority to review and approval transactions created at the previous site will not be in effect at their new duty station.

Option to review with approval or review only

The table below shows the actions HRSIC and PERSRU SDA II users can take when entering the Review and Approval, and the Review screens of SDA II and the results they will get.

Action	Results	
	Review Approval	**Review**
HRSIC Enters ALL	All Current HRSIC Transactions	
HRSIC Enters SSN	All Current HRSIC Transactions	All Current Transactions
PERSRU Enters ALL	All Current PERSRU Transactions	
PERSRU Enters SSN	All Current PERSRU Transactions	All Current Transactions

Continued on next page

Policies, Continued

Capability to access the type entry field

When a PERSRU is converted to standard workstation III SDA II, the “live date” is set in the database. If any corrections or deletions must be done with an effective date prior to this “live date” and the original document is NOT present in the system, auditors will have the capability to access the type entry field to enter a "C" (correction) or "D" (delete) type entry. Great caution should be taken to insure all pertinent information is correct.

Review

Review only allows a user to view transactions.

- All PERSRU users may view the transactions of member’s they service, even HRSIC transactions.
- HRSIC users may view any member’s transactions even if they did not create the transaction.

Getting Started

Introduction

This section will help you access the Review and Approval screens in SDA II and familiarizes you with the fields displayed.

Accessing the review and approval screen

Follow these steps to access the review and approval screen.

Step	Action
1	Enter "revapp" for Fast Path ID or press "E" from the Main Menu Screen in SDA II.
2	Enter the member's SSN or last name and press <GO> or F1.
3	Screen 1 of 3 will be displayed. Enter your Review and Approval Password in the space provided and press <GO> or F1. **Note 1:** The auditor must have a Review and Approval password to be able to get into the Review and Approval event. **Note 2:** The Review and Approval password is case sensitive, so make sure you are entering your password correctly.
4	Press <GO> or F1. Review and Approval (Screen 2 of 3) will appear.

Review and Approval (Screen 2 of 3)

000-00-0000 YNC DOE, JOHN revapp

Event ID	Event Name	Status	Type Entry	Dt/Tm
parwar	Warrant Appointments	Compl	11/30/97	2400
DOE, JOHN			000000000	
P607-Subst	Subsistence Pay	Incom	11/01/97	0001
DOE, JOHN			000000000	

Continued on next page

Getting Started, Continued

Description The following is a description of each item on Screen 2 of 3:

<table>
<tr><th>Item</th><th colspan="3">Description</th></tr>
<tr><td>Event ID</td><td colspan="3">Event ID of the event/transaction.</td></tr>
<tr><td>Event Name</td><td colspan="3">Event Name of the event/transaction.</td></tr>
<tr><td rowspan="5">Status</td><td colspan="3">Status of the event/transaction.</td></tr>
<tr><td colspan="2">If the status shows</td><td>Then the event/transaction is</td></tr>
<tr><td colspan="2">Appro</td><td>Approved</td></tr>
<tr><td colspan="2">Compl</td><td>Completed</td></tr>
<tr><td colspan="2">Incom</td><td>Incomplete</td></tr>
<tr><td rowspan="8">Type Entry</td><td colspan="3">Shows the type of event/transaction</td></tr>
<tr><td>If the Type Entry is</td><td colspan="2">Then the event/transaction is</td></tr>
<tr><td>Blank</td><td colspan="2">original and is not an NJP/Courts-Martial transaction</td></tr>
<tr><td>C</td><td colspan="2">a Correction</td></tr>
<tr><td>D</td><td colspan="2">a Deletion</td></tr>
<tr><td>I</td><td colspan="2">an original Initial NJP/Courts-Martial transaction</td></tr>
<tr><td>M</td><td colspan="2">a modified NJP/Courts-Martial transaction,</td></tr>
<tr><td>A</td><td colspan="2">an Affirmed Courts-Martial transaction</td></tr>
<tr><td>Dt/Tm</td><td colspan="3">Event/transaction effective date and time.</td></tr>
</table>

Selecting an event or transaction to review Highlight the event/transaction you want to review and approve by using the up and down arrow keys. Once you have highlighted the event/transaction press <GO> or F1. Review and Approval (Screen 3 of 3) will appear.

Review and Approval (Screen 3 of 3)

000-00-0000 YNC DOE, JOHN parwar

Trans	Transaction Name	Status	Type Entry	Date	Userid
	Warrant Appointments	Complete			xxxxxx
P203r	Discharge	Complete		11/30/97	xxxxxx
UnAllow	Officer Uniform Allowance	Complete		12/01/97	xxxxxx

Continued on next page

Getting Started, Continued

Description The following is a description of each item on Screen 3 of 3:

<table>
<tr><th>Item</th><th colspan="2">Description</th></tr>
<tr><td>Trans</td><td colspan="2">The transaction ID.</td></tr>
<tr><td>Transaction Name</td><td colspan="2">Name of the transaction.</td></tr>
<tr><td rowspan="5">Status</td><td colspan="2">Status of the event/transaction.</td></tr>
<tr><td>If the status shows</td><td>Then the event/transaction is</td></tr>
<tr><td>Appro</td><td>Approved</td></tr>
<tr><td>Compl</td><td>Completed</td></tr>
<tr><td>Incom</td><td>Incomplete</td></tr>
<tr><td rowspan="8">Type Entry</td><td colspan="2">Shows the type of event/transaction</td></tr>
<tr><td>If the Type Entry is</td><td>Then the event/transaction is</td></tr>
<tr><td>Blank</td><td>original and is not an NJP/Courts-Martial transaction</td></tr>
<tr><td>C</td><td>a Correction</td></tr>
<tr><td>D</td><td>a Deletion</td></tr>
<tr><td>I</td><td>an original Initial NJP/Courts-Martial transaction</td></tr>
<tr><td>M</td><td>a modified NJP/Courts-Martial transaction,</td></tr>
<tr><td>A</td><td>an Affirmed Courts-Martial transaction</td></tr>
<tr><td>Date</td><td colspan="2">Transaction effective date.</td></tr>
<tr><td>UserID</td><td colspan="2">ID of the user who last viewed the transaction</td></tr>
</table>

How to Review an Event or Transaction that is in a Complete Status

Introduction

This section will guide you through the process of reviewing a completed event or transaction.

Before you begin

When reviewing an event, ensure all the transactions associated with the event are in a completed status.

You cannot make any changes to a completed transaction. You must change the status to "incomplete" if any changes are necessary. Procedures for changing a transaction's status are on page 14-A-9.

Procedure

Follow the steps below to review an event or transaction that is in a “complete” status on Review and Approval (Screen 3 of 3):

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="3">1</td><td>If you want to review</td><td>Then</td></tr>
<tr><td>a single transaction</td><td>Highlight the transaction to review by using the up and down arrow keys and then press SHIFT-F7.</td></tr>
<tr><td>all transactions for an event</td><td>Highlight the Event name and then press SHIFT-F7.</td></tr>
<tr><td>2</td><td colspan="2">The system will now take you to the first screen of the first transaction and will allow you view the screen only.
Note: You cannot make any changes to a completed transaction. You must change the status to "incomplete" if any changes are necessary. Procedures for changing a transaction's status are on page 14-A-9.</td></tr>
<tr><td>3</td><td colspan="2">Once you have reviewed a screen of the transaction, press <GO> or <F1> for the remaining screens of the transaction.
• If you are on a scroller screen, you will have to press <SHIFT>+<F6> or <NEXT-PAGE> to get to the next screen.
• If the transaction is a correction or deletion, make sure the Type Entry/Entry Type block has a “C” for correction or “D” for deletion.</td></tr>
</table>

Continued on next page

How to Review an Event or Transaction that is in a Complete Status, Continued

Procedure (continued)

<table>
<tr><td></td><td colspan="2"></td></tr>
<tr><td>4</td><td colspan="2">Once you have completed all the screens for the transaction(s) you are reviewing, the system will return you to Review and Approval (Screen 3 of 3).</td></tr>
<tr><td>5</td><td colspan="2">To change a transaction or event to approved status, highlight it using the arrow keys (should already be highlighted in most cases) and press <GO> or <F1>. The system will allow you to change the status of the transaction or event to “Approved”, by pressing the “A” key.</td></tr>
<tr><td rowspan="3">6</td><td>If you have</td><td>Then</td></tr>
<tr><td>completed reviewing transactions on all members</td><td>press <F9> to get out of Review and Approval</td></tr>
<tr><td>not completed reviewing transactions and want to bring up another member</td><td>press <SHIFT>+<F8> and type in the SSN or last name of the then press <GO> or <F1>. You may now return to step 1 of this table to review and approve events or transactions for this member.</td></tr>
</table>

What happens next

Once you have changed the status of the event/transaction to “Approved”, the system will retain the transaction until a transmittal is done.

When a transmittal is created, the system will look at the effective date of each approved transaction and will transmit the transaction if the effective date of the transaction is equal to or less than the date of the creation of the transmittal.

Exception: There are certain transactions that will automatically transmit when a transmittal is created, no matter what the effective date is (i.e., a P625 stopping entitlement).

How to Change a Transaction's Status

Introduction

This section will guide you through the procedure of changing a completed or approved status back to incomplete status.

Procedure

Follow the steps below to change a transaction from approved or complete status to an incomplete status:

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1</td><td colspan="2">Highlight the transaction on Review and Approval (Screen 3 of 3) and press <GO> or F1</td></tr>
<tr><td rowspan="3">2</td><td>If the transaction's current status is</td><td>Then</td></tr>
<tr><td>Complete</td><td>Press the “I” key. This will change the status from complete to incomplete.</td></tr>
<tr><td>Approved</td><td>Press the “C” key. This will change the status of the transaction from approved to complete. Now highlight the transaction again and press <GO> or F1. Pressing the "I" key will change the status to incomplete.</td></tr>
<tr><td>4</td><td colspan="2">Press <GO> or F1 to go to the first screen of the transaction</td></tr>
<tr><td>5</td><td colspan="2">Make any changes necessary to complete the transaction. Once you have completed the transaction screens you will end up back on Review and Approval (Screen 3 of 3)</td></tr>
</table>

Review and Approval Transaction Report

Introduction

This section will guide you through the process of printing from the review and approval module in SDA II

Discussion

It is **VERY IMPORTANT** for PERSRU Auditors to monitor transactions in Review and Approval. Printing a list of all the transactions in Review and Approval allows the PERSRU to keep track of the transactions that are in an incomplete, complete, and approved status.

Procedure

This is the procedure for printing from the Review and Approval menu

Step	Action
1	Enter Review and Approval from the Main Menu screen in SDA II by pressing “F” from the main menu.
2	Enter the word “ALL” in the field that asks for the SSN or Last Name.
3	Press <GO> or F1. The system should take you to Review and Approval (Screen 1 of 3).
4	Enter your Review and Approval password.
5	Press <GO> or F1. The system should take you to Review and Approval (Screen 2 of 3).
6	Press the F6 key for print. The system will bring up the Review and Approval Print Menu screen. Review and Approval Print Menu A. Print Screen. B. Print All Events. C. Print All Incomplete Events. D. Print All Complete Events. E. Print All Approved Events.
7	Select one of the following options: • If you select option “A” then the system will only print the information on the screen you had displayed on Review and Approval (Screen 2 of 3). Do not use this option. • If you select option “B” then the system will print off all of the transactions (incomplete, complete, or approved) that are currently in Review and Approval. • If you select option “C” then the system will print off all the INCOMPLETE transactions in Review and Approval.

Continued on next page

Review and Approval Transaction Report, Continued

Procedure (cont'd)

Step	Action
7 **Cont.**	• If you select option "D" then the system will print off all the COMPLETE transactions in Review and Approval. It is strongly recommended that this option be used if wanting to only know all the COMPLETE transactions in Review and Approval. **Note:** The only time the PERSRU should have transactions in a completed status is when the auditor has not been able to review and approve the transaction or the transaction was reviewed by the auditor and the auditor did not want to approve the transaction. • If you select option "E" then the system will print off all the APPROVED transactions in Review and Approval. It is strongly recommended that this option be used if wanting to only know all the APPROVED transactions in Review and Approval. **Note:** The auditor should monitor all the approved events/transactions in the system to ensure that they are being transmitted when they should be (i.e., if a transaction has an effective date that is already past, then that transaction should have already transmitted).
8	Once you have selected one of the options above, the following screen will appear (if you selected option A above, this screen will not appear): Printing Sort Options Sort by: None Page?: N
9	Select one of the following options: • If you want to sort by none then leave the field at "None". The system will not sort the report by Userid or Date. The system will sort the report by SSN. • If you want to sort by Userid then change this field to "Userid". The system will sort the report by Userid. • If you want to sort by date then change this field to "Date". The system will sort the report by date.
10	Once you have selected how you want to sort the printing, press <GO> or F1. The system will now print your report.
11	Once the system has printed the report, check to see if there are transactions that should not be in Review and Approval and delete them. Also check to see if there are transactions that should be in an approved status vice completed status.

Deleting Erroneous Transactions

Introduction

This section will guide you through the process of deleting an event or transaction from Review and Approval.

Discussion

The auditor has the ability to delete erroneous transactions from Review and Approval. The following rules apply:

- The system will not allow the user to delete an event or transaction that is in an approved or transmitted status.
- The system will only allow the user to delete an event or a transaction on a member in Review and Approval (Screen 3 of 3).
- Normally the auditor should have the user delete the erroneous transaction in the event where the transaction was created.

Note: Do not confuse deleting a transmitted transaction with deleting an erroneous transaction that has not been transmitted. If you need to delete a transmitted transaction then this will have to be completed in Transaction Review.

Procedure

This is the procedure for deleting an event or transaction from Review and Approval

To delete	Then
an event	Highlight the event name (first line on top) and press the F10 key. The system will ask you if you want to delete the event. Press “Y” for YES and then press <GO> or F1. The system will now delete all the transactions under the event out of the system.
a transaction	Highlight the transaction and press the F10 key. The system will ask you if you want to delete the transaction. Press “Y” for YES and then press <GO> or F1. The system will now delete the transaction out of the system.

Other Important Information about Review and Approval

Introduction

This section provides information about Review and Approval not covered elsewhere in this chapter.

Effective Dates that are changed on a transaction

It is very important that the auditor check the effective date(s) and time(s) of the transactions that they are auditing. Auditors must ensure that the effective date on Review and Approval (Screen 3 of 3) equals the effective date in the transaction itself.

Missing Effective Dates

It is very important that the auditor check the effective date of the transaction in Review and Approval (Screen 3 of 3) to ensure that it is not missing.

- SDA II will not transmit a transaction if it does not have an effective date on Review and Approval (Screen 3 of 3).

If there is no effective date then the transaction will have to be changed from an approved status to a completed status and then to an incomplete status.

Once the transaction is in an incomplete status, the auditor will have to go into the transaction, remove an effective date (if it exists) then reenter the effective date and proceed through the screens of the transaction.

This will put the effective date back on Review and Approval (Screen 3 of 3) and the auditor can then re-approve the transaction.

Approving ‘C’ and ‘D’ type transactions

Auditors should ensure when they are reviewing corrections and deletions to a transaction that the effective date of the transaction is present.

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Other Important Information about Review and Approval,
Continued

Allowing users who do not have Approving Authority to view transactions in Review and Approval

Normal users up may be permitted to view transactions in Review and Approval without having the ability to change any information on the transactions in Review and Approval.

- This can be a good tool for the PERSRU to use to allow the users to see what transactions are pending in Review and Approval.

Follow these steps give a user access to view transactions.

Step	Action
1	Provide a Review and Approval password the user
2	Add the Userid in Security File Maintenance
3	In Security File Maintenance, add the Userid to the Review and Approval - Access field only • Do Not add the Userid to the update field.